



BUILDING SERVICES TECHNICIAN

Job Code: 4253

EEO Class Code: Service / Maintenance

Union Status: Others

FLSA Code: Non-Exempt

Salary Grade: o608

NATURE OF WORK

Advanced and responsible manual labor duties of a skilled nature within City Hall.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Performs near journeyman level work
- Unlocks and inspects City Hall Offices daily
- Inspects elevators and restrooms for maintenance daily
- Inspects and cleans loading dock daily
- Assembles and performs minor repairs to office furniture for all departments within City Hall
- Monitors janitorial work performed by contractor in common areas of City Hall daily
- Picks up and delivers Property Management Division's mail daily
- Assembles tables, chairs, podium, and microphone for special meetings
- Performs maintenance and upkeep of Commission Chambers and Conference rooms
- Supervises workers performing a wide variety of maintenance or construction duties
- Performs skilled manual labor work including the operation of maintenance or construction equipment
- Compiles and submits some written records and reports
- Obtains materials, supplies, and equipment used in the work of crew of workers
- May be responsible for the operation of certain specified skilled manual labor activities
- Performs semi skilled work in a variety of trades or the operation of automotive, mechanical, electrical, and air conditioning equipment
- Performs rough carpentry work and/or repairs various types of wooden equipment and structures
- Assists in major cement work and performs lesser repairs to concrete structures
- Assists in painting and performing building construction work
- Assists in major plumbing work and performs lesser plumbing duties
- Operates a variety of light duty automotive equipment
- Operates a variety of electrical hand or fixed carpentry, painting, or maintenance tools, appliances, or equipment
- Assists in the major servicing of air conditioning equipment and operates, cleans, and performs lesser servicing of air conditioning equipment
- Acts as lead worker in the cleaning, maintenance, and minor repair of City Hall
- Acts as lead worker in the preparation for events in or at City Hall
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, tools, equipment, and materials used in the particular field of specialized manual labor work
- Ability to perform direct supervision over a crew of workers
- Ability to operate various pieces of maintenance or construction equipment
- Ability to prepare accurate records and reports of a minor nature
- Ability to drive a truck
- Ability to accept responsibility for a specialized maintenance operation
- Ability to perform routine carpentry, painting, plumbing, and metal work

- Ability to operate light duty automotive equipment, electrical, carpentry, and painting tools, air conditioning units, or similarly rated equipment, apparatus, and appliances
- Ability to understand and carry out oral and written instructions and to keep records

MINIMUM REQUIREMENTS

- For Promotional positions only:
 - Employed by the City for the past (1) year (part-time will be prorated)
- One (1) year experience in the building or mechanical trades
- Driver's license. Some positions require a Class "B" Commercial Driver's License valid for air brakes or a Class "C" Commercial Driver's License with "P" endorsement
- Ability to perform direct supervision over a crew of workers
- Ability to prepare accurate records and reports

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Significant walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Ability to lift heavy objects

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed according to prescribed methods and procedures

SUPERVISION EXERCISED

- May direct the work of other semi-skilled employees or a crew of laborers